

Job Title: Finance Director	Hours per week: 40	FLSA Status: Exempt
Reports To: Town Manager	Department: Finance	Grade: Contract
Created date: 04/12/2023	Revised date:	Approved date: 04/13/2023
Created by: HR Director	Revised by:	Approved by: Town Manager

TOWN OF LUNENBURG FACILITIES DIRECTOR

Statement of Duties:

Responsible for the management of the fiscal and financial affairs of the town and for the supervision and coordination of all activities of all town agencies in relation to any fiscal or financial matter. This position performs a range of fiscal functions associated with the overall financial performance of the Town including professional, administrative, and technical work in directing operations of the Finance Department, including school financial matters. Serves as the Town Accountant. Performs all other related work as required.

Supervision:

Reports to and works under the general operational and administrative direction of the Town Manager in accordance with the Town Charter. Performs highly complex and responsible functions requiring the exercise of broad discretion and considerable independent judgment in planning, directing, and overseeing of the operation of finance. Receives direction from the Town Manager on non-routine matters as necessary. Serves as Department Head.

Directly supervises employees and functions relating to payroll, accounting, and collection and disbursement of money.

Job Environment:

Work is performed under typical office conditions.

Makes frequent contact with the general public, other Town officials, state and regional government agencies, contractors and vendors; contacts are in person, by phone or in writing and involve discussing complex information; resolving service requests. Close cooperation, coordination and collaboration may be required with Town Boards and other Town departments.

Has access to department related confidential information, such as personnel records and bid proposals.

Operates computer and general office equipment, such as calculator, copier, scanner and facsimile machine.

Errors could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the Town's financial position; errors may also result in legal ramifications.

Essential Functions:

Essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Accountable for organizing, directing and providing administrative direction for department. Coordinates, administers, and supervises all financial services and activities including but not limited to accounting, treasury, collections, data processing, purchasing, payroll/benefits and school accounting/records. Ensures that each is operating efficiently, effectively and in accordance with applicable statute, bylaw, code and/or accepted practice.

Implements and maintains uniform systems, controls and procedures for all financial activities in all departments, including the school department, and including, but not limited to, maintenance of all financial and accounting data and records.

Implements and maintains uniform budget guidelines and procedures.

Develops a professional organizational structure for the Department. Establishes objectives, delegates authority, and assigns duties and responsibilities to members of the Department commensurate with their duties and responsibilities. Determines standards of performance and evaluates subordinates' performance to ensure that the Department is meeting operational objectives.

Plans and supervises the training of subordinates. Develops and/or adopts new techniques to improve effectiveness of the Department. Promulgates and issues policies, procedures, and direction, written and oral, covering all departmental functions not inconsistent with his/her powers, duties and responsibilities.

Responsible for the preparation and justification of annual departmental budget and spending plans. Responsible for the requisition, purchase, and maintenance of equipment and supplies.

Coordination of all financial transactions associated with the procurement of all goods, supplies and materials by town offices and agencies with the central procurement procedures established pursuant to chapter 30B of the General Laws. Maintains the central grant and contract files.

Reviews all contracts and obligations; monitors the expenditure of all funds, including periodic reporting to appropriate agencies of the status of accounts; establishes a spending plan for each department; and the allotment of funds on a periodic basis.

Maintains accounts for all financial transactions of the Town.

Responsible for the pre-audit of all purchase orders, receipts and disbursements.

Oversees the preparation of payrolls, and warrants for the payment of all bills of the Town.

Responsible for the preparation of periodic reports on the status of departmental receipts and expenditures.

Maintains all accounting records and other financial statements for all offices, including all property valuation records and systems.

Submits an annual report outlining the activities of the Department. Supervises the maintenance of all records and accounts. Submits all reports required by State, County and Federal entities. Provides quarterly reports and presentations to the Select Board and Finance Committee.

Provides information and works with Town boards on financial matters. Responsible for both strategic and short-range financial planning, including revenue and cost projections for budget planning in coordination with the Town Manager's office. Coordinates the annual budget process for the Town. Attends night meetings of the Finance Committee, serving as advisor and resource. Attends night meetings of the Select Board as needed or requested.

Performs all duties required of subordinates when necessary. Performs related duties as required, including other matters as may be determined from time to time by the Town Manager.

Perform other duties as assigned.

Recommended Minimum Qualifications

Education and Experience:

Bachelor's degree in Accounting, Finance, Business Administration, or related field. Master's Degree preferred; five to seven years of progressively responsible experience in financial management, including significant experience in budgeting, staff supervision, and strategic financial planning. Public sector experience highly desirable; MUNIS experience strongly desired; or any combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of GAAP, UMAS, the principles and practices of municipal accounting, applicable provisions of the Massachusetts General Laws, and computer applications for accounting and financial management.

Knowledge of municipal government including Massachusetts Public Accounting and Treasurer/Collector principles, public finance and budgetary functions, federal, state and local laws.

Working knowledge of utility billing operations, policies, and procedures as well as financial budget management and office functions. Knowledge of technology including the application of office software (word processing, database management, crystal reporting, and spreadsheet applications) as well as the use of the internet in support of Department operations. Thorough understanding of the State's procurement law.

Ability: Ability to accurately administer, Town personnel and other policies. Ability to analyze and interpret financial data and to present findings clearly and effectively in written and oral form. Ability to maintain effective working relationships with town officials, departments, boards/committees, governmental representatives, and the public. Ability to multi-task and plan work to meet deadlines, while retaining attention to detail and accuracy. Ability to work independently and be self-motivated. Ability to deal effectively with disgruntled members of the public. Ability to conduct independent research and to analyze information in support of short and long-term financial planning for the Town.

Skill: Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent analytical, spreadsheet and database skills. Excellent organizational, planning, and analytical skills. Effective customer service skills; proficient written and oral communication skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

Approved:

Department Head

date

Town Manager

date